

April 4, 2016 WEEKLY REPORT

Neighborhood and Business Improvement District Division:

Staff conducted site visits of the Greater Leimert Park, Little Tokyo, Chatsworth Village, and North Hollywood Transit Business Improvement Districts.

On April 6, 2016, staff worked with the City Attorney relative to the City's Minimum Wage Ordinance and setting up a question and answer session in the valley for businesses – Currently planned for May 26, 2016.

On April 6, 2016, staff attended the Executive meeting.

Staff attended a meeting with the County Assessors Information Technology Division relative to their services for business improvement district assessments on April 7, 2016.

On April 7, 2016, staff attended a meeting with Systems Division relative to the electronic portal for business improvement districts to submit Annual Planning and Quarterly reports.

On April 6 – 8, 2016 – staff researched and provided information relative to State past due assessments parcels in the Hollywood Media District Business Improvement District. A letter was prepared requesting payment for the State's DMV parcels.

Staff attended the PerformLA meeting on April 7, 2016.

Two CPRA requests were completed and information was gathered for completion of other requests.

April 11, 2016 WEEKLY REPORT

Neighborhood and Business Improvement District Division:

On April 12, 2016, the Council held the public hearings for the renewal of the Encino and Westwood Business Improvement Districts. The ballot tabulation results for Encino Commons were 69.64% supporting and 30.36% opposing and for Westwood were 83.20% supporting and 16.80% opposing.

Staff met with the Executive Officer and Chief of the Council and Public Services Division to discuss business improvement districts and Council needs on April 12, 2016.

The Council adopted the Ordinance of Establishment for the renewal of the Encino and Westwood Business Improvement Districts on April 13, 2016.

Staff conducted site visits of the Byzantine-Latino Quarter Business Improvement District.

On April 13, 2016, staff attended the Executive meeting.

Staff attended the Annual Stakeholder meeting of the Downtown Center Business Improvement District on April 14, 2016.

On April 14, 2016, staff attended the LA BID Consortium meeting.

Staff had a meeting with Public Works personnel relative to the baseline services agreement.

Six CPRA requests and one lien letter were completed and information was gathered for completion of other requests.

April 18, 2016 WEEKLY REPORT

Neighborhood and Business Improvement District Division:

LADOT recognized the North Hollywood and South Park Business Improvement Districts for being the very first community partners who partner with the City of Los Angeles through People St to bring Plazas and Parklets to their neighborhoods.

Staff attended the Ad Hoc Committee on Comprehensive Job Creation Plan. The Central City Association (Downtown Center Business Improvement District) was requested to report on the needs from Business Improvement Districts. They requested the baseline services agreements, trash bags, advanced notification of work by City Departments within BIDs, preferential and expedited permit request review for banners, sidewalk improvements, etc.

On April 21, 2016, interviews were conducted for the Management Analyst vacancy.

Staff conducted site visits of the Gateway to LA Business Improvement District.

On April 20, 2016, staff attended the Executive meeting.

Three CPRA requests and one lien letter was completed and information was gathered for completion of other requests.

Thank you to CPS for the loan of Richard Williams to assist in interviews for a Management Analyst position.

April 25, 2016 WEEKLY REPORT

Neighborhood and Business Improvement District Division:

Staff worked with the City Attorney's Office to make changes in the administrative contract templates for the merchant and property-based business improvement districts.

On April 27, 2016, staff met with the consultant for the proposed Venice Beach Business Improvement District to review the fourth draft.

Staff conducted site visits of the Fashion District, Downtown Center, Hollywood Media District and Wilshire Center, Tarzana, Canoga Park and Encino Commons, Westwood and Century City Business Improvement Districts.

On April 27, 2016, staff attended the Executive meeting.

Staff attended the Budget Committee for the City Clerk budget hearings on April 28, 2016.

Four CPRA requests and two lien letters were completed and information was gathered for completion of other requests.

Congratulations to Emelia Tso who received a promotion to Accountant in the Housing Department.

FEBRUARY 1, 2016 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On February 2, 2016, staff conducted a Brown Act training session for the Board members of the newly established Central Avenue Business Improvement District.

On February 3, 2016, staff reviewed the 3rd draft of the Management District Plan and Engineer's Report for the proposed Venice Beach Business Improvement District with the consultant.

On February 3, 2016, staff met with Managing Assistant City Attorney, Ronald Whitaker, on the federal lawsuit entitled Los Angeles Catholic Worker et al. v. Los Angeles Downtown Industrial District BID, et al. This case is related to the Lavan V. City of Los Angeles case – involving the alleged seizure of homeless people's personal property – which led to an injunction against the City.

Analysts have received 33 Annual Planning Reports of the 34 Reports that are due for 2016. One Annual Report is due on February 15, 2016. 18 Reports have been adopted by Council; 13 Reports have been submitted to CPS for scheduling at Committee and Council; 2 Reports are under review by the Analyst and are awaiting corrections and/or additional information.

On February 4, 2016, staff participated in a deposition for the Los Angeles Catholic Worker et al. v. Los Angeles Downtown Industrial District Business Improvement District et al.

Invoices totaling \$3,346,540.24 for assessments of 613 Government parcels in 26 Business Improvement Districts were issued.

The Technical Research Unit continues to research data for refunds for the Arts District, Sylmar and Panorama City Business Improvement Districts.

FEBRUARY 9, 2016 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On February 10, 2016, the Economic Development Committee approved the renewal documents for the Encino and Westwood Business Improvement Districts; the reconfirmation of the Los Feliz and Wilmington Merchant-based Business Improvement Districts and the Annual Planning Reports for the, Fashion District, Greater South Park, Historic Downtown, Brentwood Village, Village at Sherman Oaks, Sunset and Vine, Figueroa Corridor, Greater Leimert Park Village/Crenshaw Corridor, Historic Old Town Canoga Park, Tarzana Safari Walk, and Westchester Town Center Business Improvement Districts.

The February 4, 2016 deposition for the Los Angeles Catholic Worker et al. v. Los Angeles Downtown Industrial District Business Improvement District et al. was rescheduled for February 16, 2016.

On February 10, 2016, staff attended the Executive Meeting for the Neighborhood and Business Improvement District Division.

On February 11, 2016, the LA BID Consortium meeting was held in the Gateway to LA BID at the Residence Inn.

The Technical Research Unit continues to research data for refunds for the Arts District, Sylmar and Panorama City Business Improvement Districts.

FEBRUARY 15, 2016 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On February 16, 2016 deposition for the Los Angeles Catholic Worker et al. v. Los Angeles Downtown Industrial District Business Improvement District et al. was completed at Legal Aid Foundation.

On February 17, 2016, the City Council adopted the Annual Planning Reports for the, Fashion District, Greater South Park, Historic Downtown, Brentwood Village, Village at Sherman Oaks, Sunset and Vine, Figueroa Corridor, Greater Leimert Park Village/Crenshaw Corridor, Historic Old Town Canoga Park, Tarzana Safari Walk, and Westchester Town Center Business Improvement Districts and held the public hearing for the Little Tokyo, Los Feliz and Wilmington merchant-based Business Improvement Districts.

On February 17, 2016, the City Council adopted the Ordinance of Intention for the Encino and Westwood Business Improvement Districts.

On February 18, 2016, staff attended the Executive Meeting for the Neighborhood and Business Improvement District Division.

On February 19, 2016, staff met with the consultant for the proposed Echo Park Business Improvement District.

The Technical Research Unit continues to research data for refunds for the Arts District, Sylmar and Panorama City Business Improvement Districts.

FEBRUARY 22, 2016 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On February 23, 2016, the Economic Development Committee approved the City Clerk report (CF14-0903) in response to Motion (Fuentes – Blumenfield), relative to the best practices, legal issues and policy restrictions for Business Improvement Districts and the Annual Planning Reports for the Downtown Center and Hollywood Media District Business Improvement Districts.

On February 23, 2016, notices were mailed for the Encino and Westwood Business Improvement District renewals and setting the public hearing date for April 12, 2016.

On February 24, 2016, staff attended the Executive Meeting for the Neighborhood and Business Improvement District Division.

Provided the work flow chart to the Systems Division relative to the E-platform for business improvement district submission of documents to the Neighborhood and Business Improvement District Division.

The Technical Research Unit continues to research data for refunds for the Arts District, Sylmar and Panorama City Business Improvement Districts.

FEBRUARY 29, 2016 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

Staff attended the LA Times “The California Conversation, The Road Ahead” workshop, relative to transportation projects in Los Angeles on February 29, 2016.

On March 1, 2016, Mayoral staff had City personnel from the current Black Belt training participate in a Gemba Walk with a simulated Proposition 218 ballot tabulation in the N&BID Division.

On March 1, 2016, the Council adopted the City Clerk report (CF14-0903) in response to Motion (Fuentes – Blumenfield), relative to the best practices, legal issues and policy restrictions for Business Improvement Districts.

On March 3, 2015, staff attended the ClerkSTAT meeting at Pipertech.

The Technical Research Unit continues to research data for refunds for the Arts District, Sylmar and Panorama City Business Improvement Districts.

JANUARY 4, 2016 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On January 5, 2016, 2015, the Accounts Receivable Unit prepared and mailed invoices for the new Central Avenue Business Improvement District. A letter was included to permit the assessment payment in two installments.

The 50% petition threshold was met for the Encino (expired December 31, 2015) and Westwood (expires December 31, 2016) Business Improvement Districts. Ordinances of Intention for the renewal of the Encino and Westwood Business Improvement Districts were submitted to the City Attorney for approval as to form and legality.

The Technical Research Unit continues to research data for refunds for the Arts District, Sylmar and Panorama City Business Improvement Districts.

On January 6, 2016, staff attended the Executive Meeting for the Neighborhood and Business Improvement District Division.

Staff attended the deposition meeting with the City Attorney on January 6, 2016.

Staff met with the consultant to review the Management District Plan and Engineer's Report for the proposed Venice Beach Business Improvement District on January 7, 2016.

JANUARY 11, 2016 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On January 11, 2016, staff attended the Clean Streets Initiatives Working Group – A subcommittee will be formed to discuss community involvement with the Clean Streets Initiative and distribution of information relative to the Clean Streets Program. The subcommittee will be comprised of PW, Public Information Officer, Department of Neighborhood Empowerment, Sanitation and City Clerk, NBID.

On January 12, 2016, the Economic Development Committee approved the Annual Report to Reconfirm the assessments for the Little Tokyo Business Improvement District for 2016 and the 2016 Annual Planning Reports for the following Business Improvement Districts: Hollywood Entertainment District, Downtown Industrial District, East Hollywood, Byzantine Latino Quarter – Pico, Lincoln Heights Business and Community Benefit District, Lincoln Heights Industrial Zone, Studio City, San Pedro Historic Waterfront, Larchmont Village, Highland Park, Melrose, and Westwood.

On January 13, 2016, staff attended the Special Meeting of the- Ad Hoc On Comprehensive Job Creation Plan Committee relative to the Motion (Fuentes - Blumenfield) and City Clerk report relative to Business Improvement District best practices, legal issues, and policy restrictions.

The Technical Research Unit continues to research data for refunds for the Arts District, Sylmar and Panorama City Business Improvement Districts.

On January 13, 2016, staff attended the Executive Meeting for the Neighborhood and Business Improvement District Division.

Staff attended the LA BID Consortium meeting on January 14, 2016 which was hosted by the hosted and held by the Downtown Industrial District Business Improvement District.

JANUARY 18, 2016 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On January 20, 2016, the Council adopted the Annual Report to Reconfirm the assessments for the Little Tokyo Business Improvement District for 2016.

N&BID Division staff met with Systems Division staff to discuss a platform for electronic submissions of certain reports by the business improvement districts on January 19, 2016.

On January 21, 2016, staff reviewed the 2nd draft of the Management District Plan and Engineer's Report for the proposed Hollywood/Western Business Improvement District with the consultant.

The Technical Research Unit continues to research data for refunds for the Arts District, Sylmar and Panorama City Business Improvement Districts.

On January 20, 2016, staff attended the Executive Meeting for the Neighborhood and Business Improvement District Division.

JANUARY 25, 2016 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On January 25, 2016, staff reviewed the 3rd draft of the Management District Plan and Engineer's Report for the proposed Hollywood/Western Business Improvement District with the consultant. The Consultant is out to petition.

On January 26, 2016, the Council adopted the 2016 Annual Planning Reports for the Hollywood Entertainment District, Byzantine Latino Quarter-Pico, Arts District Los Angeles, Melrose, Studio City and Century City Business Improvement Districts.

On January 27, 2016, the Council adopted the 2016 Annual Planning Reports for the Highland Park, Greater Chinatown, Lincoln Heights Industrial Zone, Lincoln Heights Business and Community Benefit District, Westwood, East Hollywood, San Pedro Historic Waterfront, Downtown Industrial District, North Hollywood Transit, and Larchmont Village Business Improvement Districts.

On January 27, 2016, 370 notices were copied and mailed for the reconfirmation of the Little Tokyo Merchant-based Business Improvement District

The Technical Research Unit continues to research data for refunds for the Arts District, Sylmar and Panorama City Business Improvement Districts.

On January 28, 2016, staff attended the Executive Meeting for the Neighborhood and Business Improvement District Division.

Staff met with Takuma Fuse of the Nomura Research Institute in Japan relative to business improvement district formation on January 29, 2016.

June 6, 2016 WEEKLY REPORT

Neighborhood and Business Improvement District Division:

Staff conducted site visits of the South Park, South Park II, Arts District, and Figueroa Corridor Business Improvement Districts.

On June 1, 2016, the business Improvement districts submitted their data for the County Assessor's Tax Roll (except one Chinatown) for review by the Technical Research Unit.

The Technical Research Unit continues to compile data of businesses by business Improvement District.

On June 8, 2016, staff attended the Executive meeting.

Staff attended the National Grants Management Association training at Mount St. Mary's College On June 9, 2016.

On June 9, 2016, staff attended the LA BID Consortium. Rita Moreno was introduced to the group.

June 13, 2016 WEEKLY REPORT

Neighborhood and Business Improvement District Division:

Accomplishment: Staff collected \$75,902.21 in past due assessments from the State of California Department of Motor Vehicles for the Hollywood Media Business Improvement District.

Staff attended the Little Tokyo BID's Board meeting.

The Technical Research Unit continues to review data for the County assessment submission and compile data of businesses by business Improvement District.

On June 15, 2016, staff attended the Executive meeting.

Staff attended the CD 10 Employee Appreciation luncheon.

Staff responded to four CPRA requests.

June 20, 2016 WEEKLY REPORT

Neighborhood and Business Improvement District Division:

On June 20, 2016, staff attended an outreach meeting in CD 6 at the Van Nuys City Hall relative to a proposed business improvement district along Van Nuys Boulevard.

Accomplishment: Staff collected \$111,551 from Department of Transportation for 2012 thru 2016 assessments for a parcel leased from the MTA in the Hollywood Entertainment District Business Improvement District.

Staff attended the Highland Park and Westchester Village Business Improvement District's Board meeting.

The Technical Research Unit continues to review data for the County assessment submission and compile data of businesses by business Improvement District.

On June 24, 2016, staff attended the Executive meeting.

Staff conducted site visits Historic Waterfront (San Pedro), Wilmington and Palisades and Sunset and Vine Business Improvement Districts.

Staff responded to four CPRA requests.

June 27, 2016 WEEKLY REPORT

Neighborhood and Business Improvement District Division:

On June 28, 2016, the Economic Development Committee approved the proposed Venice Beach Business Improvement District.

On June 29, 2016, the City Council adopted the Ordinance of Intention for the proposed Venice Beach Business Improvement District.

Staff visited Central Avenue, Chatsworth and Granada Hills and Westchester Business Improvement Districts.

The Technical Research Unit reviewed data for the proposed Venice Beach Business Improvement District, continued to review data for the County assessment submission and compile data of businesses by business Improvement District.

On June 29, 2016, staff attended the Executive meeting.

Staff met with Council District 3 to discuss the proposed Reseda Business Improvement District.

Staff responded to four CPRA requests.

March 7, 2016 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

Staff consulted with the staff from the City Attorney relative to California Public Records Requests for business improvement districts.

On March 8, 2016, Wei Li, Professor at Texas A&M, requested my support for a grant proposal relative to Business Improvement Districts and Residential Housing.

Council Recess this week – Business improvement district matters are scheduled for Council next week.

On March 9, 2015, staff attended the Executive meeting.

Meetings were held to discuss the Neighborhood and Business Improvement District Division budget.

The Technical Research Unit continues to research data for refunds for the Arts District, Sylmar and Panorama City Business Improvement Districts.

On March 10, 2016, staff attended the LA BID Consortium meeting.

March 14, 2016 WEEKLY REPORT

Neighborhood and Business Improvement District Division:

On March 15, 2016, Council conducted the public hearings for the reconfirmation of the Los Feliz and Wilmington merchant-based Business Improvement Districts and the Annual Planning Reports for the Downtown Center and the Hollywood Entertainment District Business Improvement Districts. 100% of the 2016 Annual Planning Reports have been completed with the adoption of these Annual Planning Report. The Neighborhood and Business Improvement District Division has exceeded its planned goal of 75% approval by June of 2016. A big "Thank you" is extended to all staff who assisted us in achieving this milestone.

On March 15, 2016, staff consulted with the City Attorney relative to California Public Records Act Requests for business improvement districts.

On March 17, 2016, staff met with the Systems Division relative an E-portal for business improvement district reports.

Staff attended the Revenue Management Committee meeting on March 17, 2016.

The Technical Research Unit continues to research data for refunds for the Arts District and Panorama City Business Improvement Districts.

Five CPRA requests were completed.

March 21, 2016 WEEKLY REPORT

Neighborhood and Business Improvement District Division:

Staff are working on resolutions to returned mail concerns.

On March 22, 2016, staff visited Lincoln Height Business and Community Benefit District Business Improvement District.

Staff worked to resolve Metropolitan Transit Authority billing and reimbursement concerns with the Department of Transportation and City Administrative Office.

Staff worked with the CAO relative to budget concerns for business improvement districts on March 22, 2016.

On March 22, 2016, staff consulted with the City Attorney relative to California Public Records Act Requests for business improvement districts and Grand Hope Park fund creation Ordinance.

On March 23, 2016, staff visited Century City Business Improvement District.

The Technical Research Unit continues to research data for refunds for the Arts District and Panorama City Business Improvement Districts.

Six CPRA requests were completed and information was gathered for completion of other requests.

March 28, 2016 WEEKLY REPORT

Neighborhood and Business Improvement District Division:

Staff visited the Granada Hills Village Business Improvement District.

Staff continues to resolve Metropolitan Transit Authority billing and reimbursement concerns with the Department of Transportation and City Administrative Office.

On March 30, 2016, staff worked with the City Attorney relative to the City's Minimum Wage Ordinance and setting up a question and answer session in the valley.

On March 30, 2016, staff attended the Executive meeting.

Staff attended Advanced FMS training on March 31, 2016.

On March 31, 2016, staff submitted a City Clerk report requesting an extension of the consultant contract for the formation of the proposed Echo Park Business Improvement District.

The Technical Research Unit continues to research data for refunds for the Arts District and Panorama City Business Improvement Districts.

Four CPRA requests were completed and information was gathered for completion of other requests.

May 2, 2016 WEEKLY REPORT

Neighborhood and Business Improvement District Division:

On May 2, 2016, staff attended the 2016-17 budget hearings relative to the Unappropriated Balance for business improvement districts.

On May 3, 2016, 279 invoices in the amount of \$76,150 were mailed for the Los Feliz merchant based Business Improvement District.

On May 4, 2016, staff attended the Executive meeting.

Staff conducted interviews for Accounting Clerk II positions.

Four CPRA requests were completed and information was gathered for completion of other requests.

Congratulations to Maria Gomez. She will work with Emelia Tso to learn Accounting Clerk responsibilities.

May 9, 2016 WEEKLY REPORT

Neighborhood and Business Improvement District Division:

On May 10, 2016, the Economic Development Committee approved the City Clerk report relative to the extension of a contract for the proposed Echo Park Business Improvement District.

On May 3, 2016, 279 invoices in the amount of \$76,150 were mailed for the Los Feliz merchant based Business Improvement District.

Staff attended the Self Service Government Summit at the Cathedral on May 11, 2016.

Staff conducted site visits of the Melrose, Larchmont, South Los Angeles Industrial Tract, Arts District Los Angeles and Fashion District Studio City and Sherman Oaks Business Improvement Districts.

On May 11, 2016, staff attended the Executive meeting.

Staff attended the Economic Development Summit meeting on May 12, 2016.

Staff conducted interviews for Accounting Clerk II positions on May 13, 2016.

Four CPRA requests were completed and information was gathered for completion of other requests.

May 16, 2016 WEEKLY REPORT

Neighborhood and Business Improvement District Division:

On May 18, 2016, the City Council adopted the City Clerk report relative to the extension of a consultant contract for the creation of the proposed Echo Park Business Improvement District.

Staff attended the Highland Park Business Improvement District board meeting on May 17, 2016.

Staff conducted site visits of the Chinatown, Studio City and Sherman Oaks Business Improvement Districts.

On May 18, 2016, staff attended the Executive meeting.

Edward Hartoonian was selected as a Student Accounting Intern.

Rita Moreno started work as a BID Analyst on May 16, 2016.

Four CPRA requests were completed and information was gathered for completion of other requests.

May 23, 2016 WEEKLY REPORT

Neighborhood and Business Improvement District Division:

On May 25, 2016, the staff met with the Brentwood Village Business Improvement District Board, new President Julianna Friedman and Treasurer Marcie Polier Swartz and provided information on the Brown Act and the California Public Records Act.

Staff conducted site visits of the Highland Park and Hollywood Entertainment District Business Improvement Districts.

The Technical Research Unit is compiling data on the list of businesses by business Improvement District.

On May 25, 2016, staff attended the Executive meeting.

On May 26, 2016, staff attended the Hollywood Media District Board meeting.

May 30, 2016 WEEKLY REPORT

Neighborhood and Business Improvement District Division:

On May 31, 2016, staff conducted a site visit of the East Hollywood Business Improvement District.

On May 31, 2016, the RFQ for BID Consultants was placed on BAVN and listed on the California Downtown Association newsletter.

On June 2, 2016, the staff met with the Studio City Business Improvement District Board members. Staff conducted site visits of the East Hollywood Business Improvement Districts.

The Technical Research Unit continue to compile data on the list of businesses by business Improvement District.

On June 1, 2016, staff attended the Executive meeting.

One CPRA request was processed.